



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Child Support Checks

CUTOFF:

DESCRIPTION: Copies of unmatched child support checks used to verify that the state received the check.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8468

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Closed (Child Support Enforcement) Case Files

CUTOFF:

DESCRIPTION: Closed (Child Support Enforcement) Case Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8471

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Closed Recovery Cases

CUTOFF:

DESCRIPTION: Files created when custodial parent (client) retains child support payments and Aid to Families with Dependent Children (AFDC) payments at the same time.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8474

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Computer Reports

CUTOFF:

DESCRIPTION: Child Support Collections, Support Enforcement Unit - 203 Error Reports, Bill Form - 191 Maintenance Reports - Deficit Reduction Act.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8466

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Consumer Dispute Verifications

CUTOFF:

DESCRIPTION: Consumer Dispute Verifications

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 13746

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: County Payroll Vouchers

CUTOFF:

DESCRIPTION: County Payroll Vouchers

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8469

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Recipient Payroll Vouchers

CUTOFF:

DESCRIPTION: Recipient Payroll Vouchers

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8472

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Reimbursement File

CUTOFF:

DESCRIPTION: County claims for Federal Reimbursement

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8467

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Report of Monies Received (CSE-191 and CSE-215)

CUTOFF:

DESCRIPTION: Records Microfilmed. Paper destroyed. Film kept 5 yrs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8473

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: State Intercept Case Files

CUTOFF:

DESCRIPTION: State Intercept Case Files

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8470

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996
